

Approved For Release 2004/05/05 : CIA-RDP55-00037A000200030039-1

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MEMORANDUM

11 September 1950

TO : Mr.

SUBJECT: Suggested Procedure for Procurement and Handling of Training Materials.

1. Purpose:

- (a) To obtain a maximum amount of training materials from the operating divisions of OSO and OPC
- (b) To insure most efficient exploitation of established liaison channels between the TRD personnel and personnel of OSO and OPC
- (c) To avoid unnecessary and undesirable duplication of effort in the procurement of training materials
- (d) To establish uniform procedure for the recording of training materials
- (e) To insure appropriate use of new training materials.

2. Recommended Procedure: (a) There shall be established a liaison control-clearance and material recording point in the office of the RMO.

Whenever a member of TRD learns of the existence of potential training material within OSO or OPC, this fact should be recorded at the control point. At that time, the RMO should determine the most suitable entrée to the division or branch concerned and should then authorize the person so determined to carry on liaison and negotiations necessary for the procurement of the training material. Conversely, if a member of TRD seeks training materials, he should inquire of the RMO about the existence of a suitable entrée into that division or branch of OSO or OPC where he believes such materials to be available. If such an entrée exists, the person representing it should thereafter carry out necessary liaison and negotiations. If such entrée does not exist, the RMO should designate the most suitable person to establish it.

(b) When potential training material has been made available to the RMO, on the initiative of an OSO or OPC division or branch, or after training material has been obtained by a TRD member, the material should then be recorded in the RMO's office. This record should give a short description of the material, its originator, clearances obtained and still needed for use in TRD, sterilization requirements, etc.

(c) After such a record has been made, the material should then be submitted to the following individuals: _____

who shall determine the most suitable place for the use of the material,

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the form in which it is to be presented, and such other steps as may be necessary for its fullest exploitation. It shall be clearly understood that, regardless of the manner in which the material has been procured and regardless of the person who has procured it, all material must be recorded in accordance with paragraph 2 above and must be submitted in accordance with the first sentence of this paragraph.

3. Additional Recommendations:

(a) In order to impress the operating divisions of OSO and OPC with the continuous need for fresh training materials, a form letter should be prepared which would be addressed to all divisions and staffs, asking for their cooperation and asking them, further, to forward suitable material to the RMO, who should be mentioned by name in that letter.

(b) Nothing in this procedure is intended to contradict the Memorandum of Chief, TRD, dated 10 August 1950, Subject: Procurement of Training Materials.

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Chief, Common Instruction

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